

**Instructions
for
Appropriation Bill
Supplemental Information Form**

WHO SHOULD COMPLETE THIS FORM?

Each non-governmental, quasi-public, or private entity which desires or seeks considered for a line-item appropriation in an appropriation bill. This includes religious non-profit organizations and 501(c)3 non-profit corporations.

WHERE SHOULD I SEND THE COMPLETED FORM?

Please submit the completed form to the Clerk of the House of Representatives by fax at (225)342-5045, by e-mail: speera@legis.state.la.us; by mail to: P. O. Box 44281, Baton Rouge, Louisiana 70804; or by hand delivery to the Clerk's Office, Room G-106, State Capitol Building, Baton Rouge, Louisiana.

WHO IS THE PREPARER?

The person filling in the information on the supplemental information form. You must provide the name and telephone number of the person preparing the form so that the Clerk may contact the preparer, if necessary.

PART II. REQUESTOR/SPONSOR INFORMATION

The name of the member of the Louisiana Legislature who is or will be the member making the request on your behalf, and, if different, the name of the member who will or may sponsor an amendment adding your entities requested appropriation to an appropriation bill.

The dollar amount to be appropriated to the entity. This will be the amount your entity is requesting be appropriated in the 2008-2009 fiscal year.

PART III. ENTITY INFORMATION

If the entity has filed articles of incorporation with the Louisiana Secretary of State, the information provided on the form should be identical to the information provided to that office. To verify the information filed with the secretary of state, you may check the "Corporations Database" at <http://www.sec.state.la.us/>

The TYPE OF ENTITY may be any of the following:

- corporation;
- non-profit corporation
- non-profit religious corporation;
- sole proprietorship
- limited liability company
- partnership
- unincorporated association.

The **Federal Taxpayer Identification Number** is also known as the Employer Identification Number (EIN). If you cannot find your identification number, you may call the IRS at (800) 829-4933 to search for your EIN.

The **names of the entity incorporators** and the **names of the entity's Governing Board and officers**.

These will be the full, legal names of the individuals who incorporated the entity and of the individuals who govern the entity, i.e. its Board of Directors, president, etc..

PART IV. PROGRAM/PROJECT DETAIL

You must provide your detailed budget, including amounts budgeted for:

- Salaries
- Professional services
- Contracts
- Acquisitions
- Major repairs
- Supplies

You must provide a statement of the program's public purpose to be achieved through the expenditure of state monies.

You must provide a summary of the proposed project or program to achieve the stated public purpose.

You must provide the project or programs goals and objective to achieve the stated public purpose and do so in sufficient detail so as to inform readers of the true nature of the public purpose, the project or program, and the entity's objectives.

You must describe the proposed length of time to achieve the public purpose.

Part V. Must be completed if an elected or appointed official or a member of the official's's immediate family is an officer, director, trustee, or employee of the recipient entity or holds an ownership interest therein. State law (R.S.42:1102(13)) defines "immediate family" as the term relates to a public servant to mean his children, the spouses of his children, his brothers and their spouses, his sisters and their spouses, his parents, his spouse, and the parents of his spouse.

Part VI. Must be completed if the recipient entity has a contract with any elected or appointed state official or if an immediate family member of such official or with the state of a political subdivision of the state. State law (R.S.42:1102(13)) defines "immediate family" as the term relates to a public servant to mean his children, the spouses of his children, his brothers and their spouses, his sisters and their spouses, his parents, his spouse, and the parents of his spouse.

CONTACT INFORMATION

If you have any questions, please contact Clerk Alfred W. Speer at (225) 342-7259 or at speera@legis.state.la.us.